

Position Description – Team Member Civil Services

February 2026

Position title	Team Member Civil Services
Position number	1132, 1133, 1134, 1424, 1432, 1433, 1548, 1553
Classification (Level)	ME 5.1
Department	City Services
Division	Operations
Business unit	Civil Services
People Leader	Field Supervisor Civil Services
Key stakeholders	Engineering, Open Spaces, Operational Support

Community Vision: A liveable, sustainable community.

The strategic directions of Liveable, Sustainable, and Community reflect the aspirations of the community for the City of Marion's future.

A fourth strategic direction, Our Organisation, sets the focus for Council and its staff toward fulfilling the 2024-2034 Community Vision and Strategic Directions. These interconnected directions emphasise a commitment to achieving holistic outcomes for the council area

City of Marion Values

Our Values inform what is important in how we deliver for our community.

They aspire towards a consistent standard that can be expected from all who engage with the City of Marion.

Together we...

Focus on the customer | We are:

- Engaged with our diverse community
- Responsive and proactive
- Dedicated to delivering great customer experiences

Engage with respect | We are:

- Committed to a safe and inclusive workplace
- Connected, caring and professional
- Honest, transparent and act with integrity

Embrace excellence | We are:

- Adaptable, driven and continuously improve
- Accountable for our decisions and actions
- Proactive in sustainability and support the environment

Our Community Vision



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Purpose

The Team Member Civil position will be responsible for the delivery of capital and reactive civil works within the City of Marion. This role will provide opportunities in a positive and energetic collaboration together with Residents, Visitors, Contractors, and other Council Departments.

Strong communication skills and ability to maintain solid relationships (with internal and external) stakeholders will be vital to this role. – Dependent on role.

As an ongoing commitment to the organisation you will be responsible for delivering the best service to our community and to improve residents' quality life; continuously, smartly and efficiently in the scope of your daily work.

Key Deliverables

Construction works relating to drainage, road and footpath construction and may include Operation of plant and machinery such as;

- Trucks (single axle and tandem) •
- Back Hoe •
- Front End Loader •
- Grader • Water Truck •
- Multi-tyred and vibratory Rollers •
- Skidsteers

Ability to operate general minor equipment e.g., vibrating compaction plates, concrete cutting saws.

Locate and depth services.

Backfill and clean-up site.

Reinstate domestic stormwater connections.

Organise reinstatement of irrigation systems, concrete kerb & water table, footpaths, street side furniture and lawns.

Road Construction

Perform road construction activities. These may include:

- Excavation of existing asphalt and road base.
- Excavation to sub-grade of existing kerb, footpaths, water table and spoon drains.
- Estimate amount and type/quality of material required for reinstatement to achieve desired compaction ratios.
- Set out levels and gradients.
- Prepare and compact surface for bitumen and/or concrete laying.

Plant & Equipment

Maintain all plant and equipment in the appropriate manner.

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Drainage Construction

Implement drainage works associated with council's road construction program. This may include:

- Liaise with Public Utilities to adjust, lower or shift services.
- Locate and depth services.
- Set out the area to be excavated based on design plans.
- Calculate the depth of excavations based on design plans.
- Calculate the amount of material required for a project.
- Order and pick up materials required for a project within delegated authority limitations.
- Set out levels and grades.
- Excavate trench and prepare base.
- Position and lay pipes.
- Set out and construct junction boxes or side entry pits.
- Back fill drainage trench with recommended materials and compact to specification.
- Use trench shoring as required by Australian Standards.

Road Services

- Street signage replacement and repair.
- Street furniture replacement and repair.
- Traffic hazard signs repair and replacement.
- Line marking.
- Street sweeping General Construction.
- Graffiti removal.

Footpath Construction and Maintenance

- Set up works for a concrete pour.
- Level and finish concrete including footpaths, kerb and water table, spoon drains, safety ramps and all other associated concreting related to council operations.
- Set up works for paving, levels, gradients and compaction.
- Complete laying of pavers and clean-up site.

Provide effective leadership in a manner consistent with the CoM Leadership Capabilities.

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Person Specification

Essential criteria

Advanced communication skills both written and verbal.

Qualifications

- Current Class HR (minimum) driver's licence.
- Previous working experience in general footpath, road construction, drainage and road services works.
- Work Zone Traffic management.

Skills, Knowledge and Experience

- Willingness and ability to continuously develop leadership capability consistent with the CoM Leadership Capabilities.
- Sound organisational/time management skills.
- Ability to follow instructions to achieve goals and meet deadlines.
- Basic ability to read and interpret construction (design) plans and determine quantities and material requirements.
- Plant operation skills.
- Tip Truck operation skills.
- Sound knowledge of work practices relevant to general construction with emphasis on kerb & water table construction, drainage construction and road services including footpath and road construction.
- Working knowledge of construction plant application and maintenance relevant to the work area.
- Have accreditation or be willing to undertake training in Workzone Traffic Management. •
- Interpersonal skills to work effectively in a team. (essential)
- Knowledge of WHS principles. (essential)
- Basic level of computer literacy and skills.
- Knowledge of the principles of Customer Service.
- Ability to successfully work as part of team.
- Ability and commitment to work as part of a team and at times to work autonomously.
- Ability to communicate with people at different levels clearly and effectively.
- Commitment to ongoing personal development.
- Ability to develop new technical skills and embrace new technology and techniques.
- Ability to be innovative, flexible and creative in determining practical solutions to operational problems.

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Desirable criteria

Qualifications

- Local Government Works Certificate level 3 in civil construction.
- Licensed to operate 3 or more essential items of plant and machinery used in road construction.

Skills, Knowledge and Experience

- Analytical and numeric skills, problem definition and planning.
- Have or be willing to take training in “Confined Spaces”.
- Knowledge of Local Government functions, roles, and processes.

Standard conditions

- Satisfactory completion of a National Police Clearance (will be arranged by the City of Marion)
- Satisfactory completion of applicable Medical Assessment (will be arranged by the City of Marion)
- Must be either an Australian resident or possess the legal right to work in Australia, with the ability to provide documentation of a valid work visa.
- Comply with existing Work, Health and Safety legislation and regulation obligations and apply “Think Safe Live Well” philosophy.
- Embrace ethical and moral behaviour and report any suspected instances of fraud and/or corruption in accordance with Fraud and Corruption Management and the Code of Conduct.
- Adhere to the City of Marion Values.
- The incumbent will perform other duties as required.

Other conditions specific to the role

- Must hold a valid, full (unrestricted) driver's license in accordance with South Australian requirements.
- This is a prescribed position as defined by the City of Marion Safe Environments for Children and Vulnerable Persons Policy. Therefore, incumbent must:
 - Promote and maintain a child safe environment and take relevant actions in accordance with council's Safe Environments for Children and Vulnerable Persons Policy and with legislative requirements under the Children and Young People (Safety) Act 2017 and the Child Safety (Prohibited Persons) Act 2016.
 - Satisfactorily complete a DHS Working with Children Check (to be renewed every five years) and be willing to undertake Child Safe Training.

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Position description confirmation and acknowledgement

New employee acknowledgement

By signing the 'City of Marion Employment Acceptance Statement' in your Letter of Offer, you are agreeing to the Position Description attached to your Offer.

Employee name:	Signature:	Date:
Leader name:	Signature:	Date:
HR name:	Signature:	Date: